

City of  
**EDMONDS**  
Washington

**STORM MAINTENANCE LEAD WORKER**

<b>Department:</b>	Public Works – Stormwater	<b>Pay Grade:</b>	<b>M</b>
<b>Bargaining Unit:</b>	Teamsters	<b>FLSA Status:</b>	Non-Exempt
<b>Revised Date:</b>	June 2013	<b>Reports To:</b>	Street/Stormwater Manager

**POSITION PURPOSE:** Under general direction, performs a variety of journey-level duties in the construction, maintenance and repair of the City storm water system; schedules, assigns, reviews the performance of storm water maintenance activities; trains and provides work direction to assigned storm water maintenance staff; maintains a variety of records and reports; serves as supervisor in the absence of the Manager.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Coordinates and assigns daily work activities; coordinates schedules and tasks and verifies that tasks are achieved.
- Meets regularly with staff to discuss and resolve daily priorities, workload and technical issues and makes effective suggestions and recommendations.
- Inspects work performed to assure quality work products, effective use of resources and participates in the performance evaluation process.
- Recommends disciplinary, promotional or other personnel actions as necessary and coaches and trains staff and verifies that standards are met.
- Maintains City storm water infrastructure including: new storm installation, catch basins, pipelines, detention systems, storm filters, ditches, culverts, grass swales, stream banks and other related storm water collection and/or structures.
- Manages street sweeping program including: scheduling sweepings, analytical testings, researching disposal options and disposal arrangements for vector waste sweepings.
- Purchases safety supplies for the crew and prepares price quotes and orders materials for storm drain installation, pipe, catch basins, frame and grates, sand, gravel and cold mix.
- Organizes and maintains annual maintenance program and schedule for all City-owned drainage structures.
- Maps new storm systems, private detention systems and illicit discharge into City-owned systems; coordinates public education of storm water quality; stays current on NPDES requirements for storm water run-off; trains new staff on City procedures and policy.
- Operates snow and ice removal equipment during the winter months including: sanding, plowing, conducts anti-ice application to priority streets.
- Responds to emergency situations City-wide including: downed trees, pot holes, accidents, plugged drains, flooding, downed signs and signal malfunctions.
- Responds to questions and provides information to the public on work in progress or work that is scheduled; provides information to contractors on City requirements and City storm system.

## **JOB DESCRIPTION**

### **Storm Maintenance Lead Worker**

- Manages the list of asphalt repairs City-wide including: potholes, utility crossing, sinkholes and berms for street, storm, water and sewer; prepares annual priority list of streets to crack seal.
- Enforces safety regulations, procedures and practices including use of protective equipment.
- Operates vehicles, tools and equipment in a safe and proper manner; coordinates with contractors and receives bids on small drainage projects; maintains a variety of records and reports and serves as supervisor in the absence of the Manager.

#### **Required Knowledge of:**

- Maintenance and repair procedures, practices and methods used within the storm water maintenance area.
- Methods, equipment and materials used in storm water maintenance work.
- Policies and objectives of City storm water maintenance systems and activities.
- Local topography and geography.
- Applicable laws, codes, regulations, policies and procedures of assigned City systems and activities.
- Health and safety standards, rules and regulations.
- Technical aspects of field of specialty.
- Effective oral and written communication principles and practices to include public relations.
- Record keeping, report preparation and presentation techniques and practices.
- Modern office procedures, methods, and equipment including computers and computer applications sufficient to perform assigned work.
- English usage, spelling, grammar and punctuation.
- Principles of business letter writing.
- Lead work and training principles, methods and techniques.

#### **Required Skill in:**

- Participating in the scheduling, assigning, reviewing and performing of drainage construction and maintenance activities.
- Performing a variety of specialized duties in the maintenance and repair of City drainage systems.
- Performing a variety of maintenance and repair of City drainage structures and systems.
- Operating specialized tools and equipment used for storm water related activities.
- Performing heavy physical labor.
- Planning and organizing assigned work and meeting schedules and time lines.
- Interpreting and applying applicable federal, state, and local policies, laws and regulations.
- Monitoring and practicing safe work practices.
- Utilizing personal computer software programs and other relevant software affecting assigned work.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Interpreting and administering policies and procedures sufficient to administer, discuss, resolve and explain them.
- Compiling, preparing, and maintaining a variety of records, files and reports.
- Communicating effectively verbally and in writing, including public relations.
- Leading, training and delegating tasks and authority.

#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

High School Diploma/GED Certificate supplemented by coursework in storm water construction and maintenance and five years of related experience in public works maintenance and operations including three

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years of experience in storm water construction and maintenance with responsibility for performing lead or supervisory oversight of projects, programs and/or staff; OR an equivalent combination of education, training and experience.

#### **Required Licenses or Certifications:**

Valid State of Washington Driver's License and Class A CDL with air brake and tanker endorsements.

Valid CPR, First Aid, AED and Bloodborne Pathogen Cards.

Valid Flagger Certification.

Other specialty certifications/licenses as required by state and federal law and/or OSHA and WAC regulations may be required within a specified period of time after hire.

Must be able to successfully complete and pass a background check.

Mandatory drug test subject to conditional job offer.

## **WORKING CONDITIONS:**

#### **Environment:**

- Indoor and outdoor work environment.
- Driving a vehicle to conduct work.

#### **Physical Abilities:**

- Walking or otherwise moving over rough terrain.
- Sitting, standing or otherwise remaining in a stationary position for extended periods of time.
- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Operating various equipment and tools.
- Reaching overhead, above the shoulders and horizontally, bending at the waist, gripping, kneeling or crouching, stooping, crouching, reaching, pushing, pulling and twisting or otherwise positioning oneself to accomplish tasks.
- Ascending/descending, ladders and inclines.
- Working at heights, working on a high ladder and working in a confined space.
- Working in a noisy work area, working in direct sunlight, working in outside temperature extremes and working in dampness.
- Heavy physical labor, including lifting/carrying or otherwise moving or transporting 50-100 pounds.
- Operating a passenger vehicle, heavy truck, heavy equipment and rotating machinery.
- Reading and understanding printed and electronic messages and related materials.
- Hearing voice conversation and hearing alarms.
- Possessing close vision, far vision, side vision, depth perception, night vision and color vision.
- Ability to wear appropriate personal protective equipment based on required City Policy.

#### **Hazards:**

- Working around and with machinery having moving parts.
- Adverse weather conditions.
- Working in and around moving traffic.
- Exposure to smoke, noxious odors, toxic fumes and chemicals, epoxy chemicals, poison oak or ivy, dust or pollen, insect stings, solvents, oil and ink.

**Incumbent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_

**Date:** \_\_\_\_\_